

week for employees occupying full-time positions.

(c) Permanent part-time employees assigned to allocated positions shall be entitled to holiday pay and accrual of personal leave as outlined in Section 19.7 in proportion to the number of hours their regularly assigned work week bears to the number of hours of the regular work week for employees occupying full-time positions.

(d) Permanent part-time employees assigned to allocated positions who are employed for more than 1040 hours and not less than six months in any 12-month period shall be eligible to participate in the Life Insurance Group Policy.

(e) Permanent part-time employees shall be entitled to medical insurance in accordance with the provisions of Section 20.1 of this Memorandum of Understanding.

(f) All permanent part-time employees in this bargaining unit are included in the City's PERS retirement program for miscellaneous employees.

Section 31. Attendance

Failure on the part of an employee, absent without leave, to return to duty within 24 hours after notice to return shall be cause for immediate discharge, and such employee automatically waives all rights under the Personnel Ordinance, Rules and Regulations, and this Memorandum of Understanding. Notice shall consist of a letter by registered mail delivered to the last known address of the employee. In evaluating whether to discharge an employee for failure to return to duty, the City Manager may consider whether there were extenuating circumstances which prevented the employee from returning to duty within the time required.

Section 32. Tuition and Certification Reimbursement Program

(a) The City will reimburse the employee for the cost of books and tuition at accredited public educational institutions. Upon approval of the employee's department head, the City will also reimburse the cost of tuition and materials for the employee to attend an accredited certification program appropriate to the employee's work. If the course is at a private institution, the approval of the City Manager is required, and the City reserves the right to reimburse only a portion of the tuition.

(b) The courses of instruction taken by the employee must be job related or taken in pursuit of a degree and the employee must have obtained the prior approval of the department head and the City Manager, if appropriate, prior to taking the course in order to be entitled to reimbursement.

(c) The employee must receive a passing grade in order to receive reimbursement.

(d) Reimbursement will be made upon submission to the City of written evidence that the employee obtained a passing grade in the approved course.